

## **CHECKLIST for NOTEBOOK 2 (Large Binder)**

### **TAB 1: Informational Materials**

- (a) \_\_\_ Checklist for Notebook 2 (this document)
- (b) \_\_\_ Departmental promotion and tenure standards
- (c) \_\_\_ Alternative student opinion questionnaire (if administered instead of eXplorance Blue)
- (d) \_\_\_ Description of department's secondary systematic method of assessing teaching performance

### **TAB 2: Prior non-tenured annual evaluations and reports** (*candidate responsibility*)

- (a) \_\_\_ Prior evaluations (in reverse chronological order)

### **TAB 3: Teaching Documentation, as determined by University policy and departmental promotion and tenure standards** (*candidate responsibility*)

- (a) \_\_\_ Teaching evaluation instrument report
- (b) \_\_\_ Summary data of secondary systematic method
- (c) \_\_\_ Peer evaluations
- (d) \_\_\_ Representative syllabi for courses taught
- (e) \_\_\_ Other documentation of teaching effectiveness

### **TAB 4: Scholarship Documentation, as determined by University policy and departmental promotion and tenure standards** (*candidate responsibility*)

- (a) \_\_\_ Copies of publications
- (b) \_\_\_ Acceptance letters from editors and publishers for accepted/forthcoming publications
- (c) \_\_\_ Copies of evaluations for performances, etc.
- (d) \_\_\_ Published abstracts of presentations
- (e) \_\_\_ Other evidence of quality scholarly and creative activities

**TAB 5: Service Documentation, as determined by University policy and departmental promotion and tenure standards (*candidate responsibility*)**

- (a) \_\_\_ Evidence of service to the department
- (b) \_\_\_ Evidence of service to the college
- (c) \_\_\_ Evidence of service to the University
- (d) \_\_\_ Evidence of service to the profession and professionally-related service to the community and other external groups